

REQUIRED STEPS FOR TRAINING AND REGISTRATION AS AN ECF FILER

To qualify as an attorney ECF Filer, counsel must be a member of the Fourth Circuit bar and successfully complete the Court's training requirements. To qualify as a pro se ECF filer, a pro se litigant must successfully complete the Court's training requirements, file a motion for leave to file documents electronically in a case pending in the Fourth Circuit, and be granted leave to proceed as an ECF Filer for the purpose of that case only. Use of the ECF login and password to file documents electronically is equivalent to signature on a paper filing. Counsel may authorize an agent, such as a paralegal, secretary, or co-counsel, to use counsel's login and password to file documents electronically on counsel's behalf. Those assisting counsel with electronic filing should take the Court's training and familiarize themselves with the Court's CM/ECF procedures. The required steps for training and registration as a Fourth Circuit ECF Filer are set forth below.

1. **Complete the required training & submit your training certification form to the Court, www.ca4.uscourts.gov/cmecftop.htm.** Before approving your registration as a Fourth Circuit Filer, the Court requires that you familiarize yourself with the Court's CM/ECF System and procedures by successfully completing either:
 - (i) an in-person training class (2-1/2 hours). This class has been approved for 2.5 hours of CLE credit in Virginia, West Virginia, South Carolina, and North Carolina.
 - or**
 - (ii) the "Appearance of Counsel" and "Motion to Seal" Electronic Learning Modules **and** the "Policies and Procedures Review" (total 30 minutes). After successfully completing the Electronic Learning Modules and Policies and Procedures Review, you must submit an [On-Line Training Certification Form](#) certifying that you have completed the training requirements. If you are unable to launch the Electronic Learning Modules, you may review the transcripts of the "Appearance of Counsel" and "Motion to Seal" modules instead.
2. **Unless you or your firm has a PACER account, register for a PACER account at www.pacer.psc.uscourts.gov.** A PACER registration grants you access to view docket reports and documents from a court's database, while an ECF registration enables you to file documents electronically. You must have a PACER login and password that you can use to view documents before registering for an Appellate ECF Filer account.
3. **Register for an Appellate ECF Filer account at the PACER Service Center, www.pacer.psc.uscourts.gov.** Unlike District and Bankruptcy ECF Filer accounts, for which you register at the local court site, you register for a centralized Appellate ECF Filer account at the Pacer Service Center. Once you complete the initial registration in one circuit, you may request filing privileges in additional circuits. Each circuit must separately approve and activate your ECF Filer privileges, but the same login and password are used for all appellate courts in which you register. The Fourth Circuit will approve your ECF Filer registration once you have completed the Court's training requirements.